



Air Force Reserve Personnel Center Active Guard Reserve (AGR) Separations Guide

Version 1.0 (Dated June 2025)

The purpose of this guide is to provide clear guidance to our customers on AGR separations by Retirement, Administrative Discharge, naturally through Date of Separation (DOS), or by Curtailments.

Note: Regardless of the method of separation from the AGR program, DPAAG must be aware so that the team can ensure all processing actions are completed properly and timely to ensure a smooth transition from the program.

I. Retirement Separations

A. Active-Duty or Reserve Retirement (Unit AGRs Only)

You cannot request retirement (Active Duty or Reserve) until your AGR order has been curtailed to have a projected DOS 1 day prior to your desired retirement effective date.

Note: Unit AGRs who are retiring on their initial DOS will not be required to follow these steps.

Steps for Processing Your Retirement:

1. **Log in to MyVector:** Access the MyVector platform using your credentials.
2. **Navigate to “My Applications”:** Once logged in, go to your Dashboard, and select “My Applications.”
3. **Select “ARPC AGR Assignments”:** Within the Applications Dashboard, choose "ARPC AGR Assignments.”
4. **Open the Menu of Applications:** Click the arrow pointing down to expand the menu of applications served by AGR Management.
5. **Choose “Voluntary AGR Curtailment Request”:** Locate and select the option for “Voluntary AGR Curtailment Request,” then click “Apply.”
6. **Access Documents:** On the left-hand side, find the “Documents” section. Click the arrow to open all available documents to download.
7. **Download Worksheets:** Download both the Pre-Separation Worksheet and the Voluntary Curtailment Worksheet from the Documents drop-down menu.
8. **Coordinate Voluntary Curtailment Worksheet:** Complete the Voluntary Curtailment Worksheet and obtain all required signatures (e.g., NAF/CC, AFRC/A3, etc.).
9. **Upload Completed Worksheet:** Submit the completed Voluntary Curtailment Worksheet as part of your My Applications request to AGR Management. You’ll find this under your Application History.

Note: For Time on Station (TOS) waivers:

- 24-36 months: DPAAG will obtain the DPA Director's signature.
- Less than 24 months: The member is responsible for obtaining approval from the first General in their chain of command.

10. **AGR Management Review and Update:** If everything is accurate on your curtailment worksheet, AGR Management will modify your AGR Order. They'll provide an AROWS-R tracking number in the application and update your Date of Separation (DOS) in MilPDS accordingly.

Note: Curtailment requests must be submitted to AGR Management between 120 days prior to the desired retirement date and 60 days prior to the anticipated start of permissive TDY and/or terminal leave to ensure proper processing.

11. **Apply for Retirement:** Once your MPF/FSS advises you, you can then apply for retirement in myRetirement through MyFSS. Select "ARC Retirement" for a reserve retirement and "Active-Duty Retirement" for members with 20 years of Total Active Federal Military Service (TAFMS).

Active-Duty Retirement: <https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?xid=27627>

Reserve Retirement: <https://myfss.us.af.mil/USAFCommunity/s/arc-retirement-dashboard>

Important Note: Your retirement order will list your entitlements for leaving the AGR program. Your current AGR order will not be used for entitlements when leaving the AGR program. The DAF 100 and DD Form 214 must be completed before the retirement is confirmed in MilPDS to avoid any benefits/entitlement issues (i.e. obtaining a DD Form 214).

B. Active-Duty or Reserve Retirement (HQ AGRs Only)

Separation by Retirement on your AGR tour end date requesting Reserve Retirement (and never received an "AGR DOS 180-day Report" application from AGR Management). Please follow these steps:

1. **Log in to MyVector:** Access the MyVector platform using your credentials.
2. **Navigate to "My Applications":** Once logged in, go to your Dashboard, and select "My Applications."
3. **Select "ARPC AGR Assignments":** Within the Applications Dashboard, choose "ARPC AGR Assignments."
4. **Open the Menu of Applications:** Click the arrow pointing down to expand the menu of applications served by AGR Management.
5. **Choose "AGR Management General Inquiry":** Locate and select the option for "AGR Management General Inquiry," then click "Apply."
6. **Add Retirement Notification Statement:** In the Comments/Questions box add a statement notifying AGR Management of your retirement. Report that you are retiring with a reserve retirement and provide your retirement date. Then click on "Submit Form".
7. **AGR Management Action:** AGR Management will then provide a message to the member in the application on how to apply for their DAF 100.

8. **Log in to MyFSS:** Type “3079” in the search bar. Select “Separation Orders” to request your DAF 100 (separation order) from HQ AFPC.
9. **Create Request in MyFSS:** Select “Create Request” and follow the prompts. Upload your completed Pre-Separation worksheet and AF 1288 in your article 3079 request. Your Terminal Leave Date will be your curtailment DOS. **DO NOT ACCESS vMPF** for any actions and be detailed in your request, stating that you are an HQ AGR separating from the AGR program.
10. **Upload Completed DAF 100:** Once you have your completed DAF 100, upload it to your My Applications (MV-), under Application History within the application you previously submitted.
11. **Confirmation:** AGR Management will then confirm your MilPDS separation.
12. **Apply for Retirement:** Member will then have to apply in myRetirement through MyFSS, then select “ARC Retirement”.

ARC Retirement Dashboard: <https://myfss.us.af.mil/USAFCommunity/s/arc-retirementdashboard>

C. Separation by Retirement before your AGR tour end date requesting Active-Duty Retirement:

You cannot request an Active-Duty Retirement until your AGR order has been curtailed to have a projected DOS 1 day prior to your desired retirement effective date. Please follow these steps:

1. **Log in to MyVector:** Access the MyVector platform using your credentials.
2. **Navigate to “My Applications”:** Once logged in, go to your Dashboard, and select “My Applications.”
3. **Select “ARPC AGR Assignments”:** Within the Applications Dashboard, choose "ARPC AGR Assignments.”
4. **Open the Menu of Applications:** Click the arrow pointing down to expand the menu of applications served by AGR Management.
5. **Choose “Voluntary AGR Curtailment Request”:** Locate and select the option for “Voluntary AGR Curtailment Request,” then click “Apply.”
6. **Access Documents:** On the left-hand side, find the “Documents” section. Click the arrow to open all available documents to download.
7. **Download Worksheets:** Download both the Pre-Separation Worksheet and the Voluntary Curtailment Worksheet from the Documents drop-down menu.
8. **Coordinate Voluntary Curtailment Worksheet:** Complete the Voluntary Curtailment Worksheet and obtain all required signatures (e.g., NAF/CC, AFRC/A3, etc.).
9. **Upload Completed Worksheet:** Submit the completed Voluntary Curtailment Worksheet as part of your My Applications request to AGR Management. You’ll find this under your Application History.

Note: For Time on Station (TOS) waivers:

- 24-36 months: DPAAG will obtain the DPA Director's signature.
- Less than 24 months: The member is responsible for obtaining approval from the first General in their chain of commands.

10. **AGR Management Review and Update:** If everything is accurate on your curtailment worksheet, AGR Management will modify your AGR Order. They'll provide an AROWS-R tracking number in the application and update your Date of Separation (DOS) in MilPDS accordingly.

Note: Curtailment requests must be submitted to AGR Management between 120 days prior to the desired retirement date and 60 days prior to the anticipated start of permissive TDY and/or terminal leave to ensure proper processing.

11. **Apply for Retirement:** You may then apply for retirement in myRetirement though MyFSS then select "Active Duty Retirement" for members with 20 years of Total Active Federal Military Service (TAFMS).

Active-Duty Retirement: <https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?xid=27627>

D. Separation by Retirement before your AGR tour end date requesting Reserve Retirement:

You cannot request Reserve Retirement until your AGR order has been curtailed to have a projected DOS 1 day prior to your desired retirement effective date. Please follow these steps:

1. **Log in to MyVector:** Access the MyVector platform using your credentials.
2. **Navigate to "My Applications":** Once logged in, go to your Dashboard, and select "My Applications."
3. **Select "ARPC AGR Assignments":** Within the Applications Dashboard, choose "ARPC AGR Assignments."
4. **Open the Menu of Applications:** Click the arrow pointing down to expand the menu of applications served by AGR Management.
5. **Choose "Voluntary AGR Curtailment Request":** Locate and select the option for "Voluntary AGR Curtailment Request," then click "Apply."
6. **Access Documents:** On the left-hand side, find the "Documents" section. Click the arrow to open all available documents to download.
7. **Download Worksheets:** Download both the Pre-Separation Worksheet and the Voluntary Curtailment Worksheet from the Documents drop-down menu.
8. **Coordinate Voluntary Curtailment Worksheet:** Complete the Voluntary Curtailment Worksheet and obtain all required signatures (e.g., NAF/CC, AFRC/A3, etc.).

9. **Upload Completed Worksheet:** Submit the completed Voluntary Curtailment Worksheet as part of your My Applications request to AGR Management. You'll find this under your Application History.

Note: For Time on Station (TOS) waivers:

- 24-36 months: DPAAG will obtain the DPA Director's signature.
 - Less than 24 months: The member is responsible for obtaining approval from the first General in their chain of commands.
10. **AGR Management Review and Update:** If everything is accurate on your curtailment worksheet, AGR Management will modify your AGR Order. They'll provide an AROWS-R tracking number in the application and update your Date of Separation (DOS) in MilPDS accordingly.

Note: Curtailment requests must be submitted to AGR Management between 120 days prior to the desired retirement date and 60 days prior to the anticipated start of permissive TDY and/or terminal leave to ensure proper processing.
 11. **Log in to MyFSS:** Type "3079" in the search bar. Select "Separation Orders" to request your DAF 100 (separation order) from HQ AFPC.
 12. **Create Request in MyFSS:** Select "Create Request" and follow the prompts. Upload your completed Pre-Separation worksheet and AF 1288 in your article 3079 request. Your Terminal Leave Date will be your curtailment DOS. **DO NOT ACCESS vMPF** for any actions and be detailed in your request, stating that you are an HQ AGR separating from the AGR program.
 13. **Upload Completed DAF 100:** Once you have your completed DAF 100, upload it to your My Applications (MV-), under Application History within the application you previously submitted.
 14. **Confirmation:** AGR Management will then confirm your MilPDS separation.
 15. **Apply for Retirement:** Member will then have to apply in myRetirement through MyFSS, then select "ARC Retirement".

ARC Retirement Dashboard: <https://myfss.us.af.mil/USAFCommunity/s/arc-retirementdashboard>

Important Notes:

- Your retirement order will outline the entitlements you receive upon leaving the AGR program. Your current AGR order will not be used for entitlements during your transition out of the AGR program.
- HQ members applying for a Reserve retirement require completion of a DAF 100 and DD Form 214 before their separation is confirmed in MILPDS. This step ensures there are no issues with benefits or entitlements (such as obtaining a DD Form 214). Active-duty retirements **DO NOT** require DAF 100. Failure to provide this information to AGR Management will result in a delay

with processing appropriate actions to complete your retirement. Friendly reminded please check your service points before you submit for retirement.

II. Voluntary Curtailment Separations

A. Unit AGRs – Separation by Voluntarily Curtailing your AGR tour end date.

If you are a Unit AGR ending your current order before your AGR tour date concludes, with the intention of transitioning to a new status or component (such as changing to TR, ART, ANG, RegAF, IMA, or IRR), please follow these steps:

1. **Log in to MyVector:** Access the MyVector platform using your credentials.
 2. **Navigate to “My Applications”:** Once logged in, go to your Dashboard, and select “My Applications.”
 3. **Select “ARPC AGR Assignments”:** Within the Applications Dashboard, choose “ARPC AGR Assignments.”
 4. **Open the Menu of Applications:** Click the arrow pointing down to expand the menu of applications served by AGR Management.
 5. **Choose “Voluntary AGR Curtailment Request”:** Locate and select the option for “Voluntary AGR Curtailment Request,” then click “Apply.”
 6. **Access Documents:** On the left-hand side, find the “Documents” section. Click the arrow to open all available documents to download.
 7. **Download Worksheets:** Download both the Pre-Separation Worksheet and the Voluntary Curtailment Worksheet from the Documents drop-down menu.
 8. **Complete Pre-Separation Worksheet:** Fill out the Pre-Separation Worksheet and provide your follow-on information to your FSS/MPF via AF2096 or AF1288.
 9. **Coordinate Voluntary Curtailment Worksheet:** Complete the Voluntary Curtailment Worksheet and obtain all required signatures (e.g., NAF/CC, AFRC/A3, etc.).
 10. **Upload Completed Worksheet:** Submit the completed Voluntary Curtailment Worksheet as part of your My Applications request to AGR Management. You’ll find this under your Application History.
- Note:** For Time on Station (TOS) waivers:
- 24-36 months: DPAAG will obtain the DPA Director's signature.
 - Less than 24 months: The member is responsible for obtaining approval from the first General in their chain of commands.
11. **AGR Management Review and Update:** If everything is accurate on your curtailment worksheet, AGR Management will modify your AGR Order. They’ll provide an AROWS-R

tracking number in the application and update your Date of Separation (DOS) in MilPDS accordingly.

Note: To ensure proper processing, submit curtailment requests to AGR Management between 120 and 365 days prior to the desired Date of Separation (DOS). Requests received outside this window will be administratively adjusted, with the DOS set to 120 days from the date the completed curtailment worksheet is received.

12. MPF/FSS Actions:

- You're losing MPF/FSS will generate your DAF 100 and project you to your next assignment.
- You're gaining MPF/FSS will complete the necessary actions in MilPDS related to your new status or component.

B. HQ AGRs – Separation by Voluntarily Curtailing your AGR tour end date.

If you are a HQ AGR ending your current order before your AGR tour date concludes, with the intention of transitioning to a new status or component (such as changing to TR, ART, ANG, RegAF, IMA, or IRR), please follow these steps:

1. **Log in to MyVector:** Access the MyVector platform using your credentials.
2. **Navigate to “My Applications”:** Once logged in, go to your Dashboard, and select “My Applications.”
3. **Select “ARPC AGR Assignments”:** Within the Applications Dashboard, choose “ARPC AGR Assignments.”
4. **Open the Menu of Applications:** Click the arrow pointing down to expand the menu of applications served by AGR Management.
5. **Choose “Voluntary AGR Curtailment Request”:** Locate and select the option for “Voluntary AGR Curtailment Request,” then click “Apply.”
6. **Access Documents:** On the left-hand side, find the “Documents” section. Click the arrow to open all available documents to download.
7. **Download Worksheets:** Download both the Pre-separations Worksheet and the Voluntary Curtailment Worksheet from the Documents drop-down menu.
8. **Complete Pre-Separation Worksheet:** Fill out the Pre-Separation Worksheet and obtain the necessary endorsements on your AF 1288 (up to the 2nd endorsement) from your gaining unit.
9. **Coordinate Voluntary Curtailment Worksheet:** Complete the Voluntary Curtailment Worksheet and obtain all required signatures (e.g., NAF/CC, AFRC/A3, etc.).
10. **Upload Completed Worksheet:** Submit the completed Voluntary Curtailment Worksheet and AF 1288 as part of your My Applications request to AGR Management. You'll find this under your Application History.

Note: For Time on Station (TOS) waivers:

- 24-36 months: DPAAG will obtain the DPA Director's signature.
- Less than 24 months: The member is responsible for obtaining approval from the first General in their chain of commands.

11. **AGR Management Review and Update:** If everything is accurate on your curtailment worksheet, AGR Management will modify your AGR Order. They'll provide an AROWS-R tracking number in the application and update your Date of Separation (DOS) and project your HQ AGR separation in MilPDS accordingly.

Note: To ensure proper processing, submit curtailment requests to AGR Management between 120 and 365 days prior to the desired Date of Separation (DOS). Requests received outside this window will be administratively adjusted, with the DOS set to 120 days from the date the completed curtailment worksheet is received.

12. **Log in to MyFSS:** Type "3079" in the search bar. Select "Separation Orders" to request your DAF 100 (separation order) from HQ AFPC.
13. **Create Request in MyFSS:** Select "Create Request" and follow the prompts. Upload your completed Pre-Separation worksheet and AF 1288 in your article 3079 request. Your Terminal Leave Date will be your curtailment DOS. **DO NOT ACCESS vMPF** for any actions and be detailed in your request, stating that you are an HQ AGR separating from the AGR program.
14. **Upload Completed DAF 100:** Once you have your completed DAF 100, upload it to your My Applications (MV-), under Application History within the application you previously submitted.
15. **Confirmation and Gaining FSS/MPF:** AGR Management will then confirm your MilPDS separation. Once confirmation is complete, you're gaining FSS/MPF can in-turn gain you in MilPDS.

DAF 100 Entitlements: Your DAF 100 will list your entitlements for leaving the AGR program. **Note:** Your current AGR orders are not used for entitlements when leaving the AGR program.

Completion of DAF 100 and DD Form 214: The DAF 100 must be completed before the separation is confirmed in MILPDS. This step is crucial to avoid any issues with benefits or entitlements (e.g., obtaining a DD Form 214). If you fail to provide this information to AGR Management, you may be placed in the Individual Ready Reserve program.

III. Separations on AGR Tour End Date

A. Unit AGRs – Separating on your AGR tour end date (current order end date)

If you are a unit AGR and are separating from the AGR program on your tour end date and are changing status to (e.g., TR, ART, ANG, RegAF, IMA, or IRR), please follow these steps:

1. **Log in to MyVector:** Access your MyVector account.

2. **Select “My Applications”:** Navigate to the “My Applications” section on the My Vector Dashboard.
3. **Choose “ARPC AGR Assignments”:** Under the Applications Dashboard, select “ARPC AGR Assignments.”
4. **Open the MENU of Applications:** Click on the arrow pointing down to open the menu of applications related to AGR Management.
5. **Submit AGR Management General Inquiry:** Locate and click on “AGR Management General Inquiry,” then click “Apply.”
6. **Access Documents:** On the left-hand side, find the “Documents” section and click on the arrow pointing down to open all available documents.
7. **Download and complete the Pre-separation Worksheet:** Download the Pre-separation Worksheet, complete it, and submit it along with your AF 1288 or AF 2096 containing your follow-on assignment information to your losing FSS/MPF.
8. **Return to Your FSS/MPF:** For the following actions:
 - Completion of your DAF 100
 - Processing of your AF 1288/AF 2096
 - Losing MPF/FSS Projection: You’re losing MPF/FSS will project your next assignment.
 - You’re gaining MPF/FSS will complete the necessary actions in MilPDS related to your new assignment.

Important Note: Your DAF 100 will list your entitlements for leaving the AGR program. Keep in mind that your current AGR orders are not used for entitlements when leaving the AGR program.

B. HQ AGRs – Separating on your AGR tour end date (current order end date)

If you are a Headquarters AGR member and are separating from the AGR program on your tour end date, but you did not receive an AGR 180-Day Report application through MyVector, please follow these steps:

1. **Log in to MyVector:** Access your MyVector account.
2. **Select “My Applications”:** Navigate to the “My Applications” section on the MyVector Dashboard.
3. **Choose “ARPC AGR Assignments”:** Under the Applications Dashboard, select “ARPC AGR Assignments.”
4. **Open the MENU of Applications:** Click on the arrow pointing down to open the menu of applications related to AGR Management.
5. **Submit AGR Management General Inquiry:** Locate and click on “AGR Management General Inquiry,” then click “Apply.”

6. **Access Documents:** On the left-hand side, find the “Documents” section and click on the arrow pointing down to open all available documents.
7. **Download and complete the Pre-separations Worksheet:** Download the Pre-separation Worksheet, complete it, and submit it along with your AF 1288 containing your follow-on assignment information to AGR Management. Follow the prompts in the application, and once the documents are uploaded, click “submit form.”
8. **DPAAG Projection in MilPDS:** AGR Management will project your HQ AGR separation in MilPDS.
9. **Log in to MyFSS:** Type “3079” in the search bar. Select “Separation Orders” to request your DAF 100 (separation order) from HQ AFPC.
10. **Create Request in MyFSS:** Select “Create Request” and follow the prompts. Upload your completed Pre-Separation worksheet and AF 1288 in your article 3079 request. Your Terminal Leave Date will be your curtailment DOS. **DO NOT ACCESS vMPF** for any actions and be detailed in your request, stating that you are an HQ AGR separating from the AGR program.
11. **Upload Completed DAF 100:** Once you have your completed DAF 100, upload it to your My Applications (MV-), under Application History within the application you previously submitted.
12. **Confirmation and Gaining FSS/MPF:** AGR Management will then confirm your MilPDS separation. Once confirmation is complete, you’re gaining FSS/MPF can in-turn gain you in MilPDS.

DAF 100 Entitlements: Your DAF 100 will list your entitlements for leaving the AGR program. **Note:** Your current AGR orders are not used for entitlements when leaving the AGR program.

Completion of DAF 100 and DD Form 214: The DAF 100 must be completed before the separation is confirmed in MILPDS. This step is crucial to avoid any issues with benefits or entitlements (e.g., obtaining a DD Form 214). If you fail to provide this information to AGR Management, you may be placed on the Individual Ready Reserve program.

We appreciate your patience and understanding as we continue our EVOLVE journey to cut non-value-added process steps and streamline program processes.

Thank you,

Chief, Assignments Division